

GENERAL SERVICE RECRUITMENT ANNOUNCEMENT



WASHINGTON STATE ATTORNEY GENERAL'S OFFICE

FISCAL ANALYST 4

SALARY RANGE 52, \$43,572 - \$57,240 ANNUALLY
DEPENDING ON QUALIFICATIONS

The Financial Services Division of the Attorney General's Office has an opening for a non-permanent Fiscal Analyst 4 in their payroll department. This position is expected to last until September 30, 2009.

AGENCY PROFILE

The Attorney General's Office (AGO) serves more than 230 state agencies, boards, commissions, colleges and universities, as well as the Legislature and the Governor. The mission of the office is to deliver the highest quality professional legal services to officials, agencies and citizens of the state of Washington. The office is comprised of over 500 attorneys and 700 professional staff.

THE ROLE

The successful candidate will have intermediate to advanced knowledge of HRMS screens on the payroll side. You'll be required to make corrections, run reports and assist staff in making the necessary corrections within HRMS, as well as retain documentation of all corrections made and save them electronically. You'll need an understanding of Washington State payroll processing and leave accruals.

DIVISION PROFILE

The Financial Services Division is comprised of the following units: Accounting Services; Budget; Payroll; and Contracts & Purchasing. Payroll processes a semi-monthly payroll for approximately 1,225 employees (including work-study students and law clerks) totaling \$2.62 million, or an annual total of about \$62.7 million. The unit also processes an average of 2,900 leave slips per month and an average of over 34,800 per year. Over 1,788 timesheets are processed annually for part-time and work-study employees.

APPLICATION INSTRUCTIONS:

To apply, please send a current resume and cover letter detailing how you meet the above qualifications to Judith Vandergeest at judithv@atg.wa.gov and Melanie Griffith at melanieg@atg.wa.gov.

It is in the candidate's best interest to submit their application as soon as possible, as we reserve the right to make a hiring decision at any time during the recruitment process.

Please help us get the word out about this opening by sending this announcement to others who may be interested in this opportunity.

If you have any questions regarding this opening, please contact Judith Vandergeest at (360) 586-7691.